

DD/S&T-4463/68

MEMORANDUM FOR: Deputy Director of Support

SUBJECT : Agency Contract Review Board and  
Establishment of a Contracting  
Team for Office of Research  
and Development

REFERENCE : DD/S Memorandum, Dated 2 October  
1968, To: DD/S&T, Subject: Agency  
Contract Review Board

1. This memorandum is in response to your request for DD/S&T reactions to the Contract Review Board following its first year in operation.

2. I feel the Board serves a very useful purpose and should be continued. I consider the following to be especially worthy of note at this time:

a. The Board promotes improved procurement practices, largely by supporting the contracting officer.

b. It promotes more uniform practices.

c. It is in a position to identify and take corrective action with contractors who are troublesome to several offices and Directorates.

d. It provides a sounding board for Directorate views on contracting procedures and practices.

3. I believe the responsibilities of the Board will continue to expand as new areas of interest and concern find their way to the Board. It is inevitable that very difficult policy matters affecting Agency contracts will arise and the Board will find itself most effective in

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coming to grips with these difficult problems and making  
recommendations for their resolution.

4. I believe the Board offers the Agency an additional mechanism to offset potential criticism from contractors or other Federal reviewing authorities in those cases where the Agency is faced with a dispute or complaint of a contractual, legal or business nature. This observation is based on the fact that the Board is organizationally separate from the technical project officer and Directorate contracting officer and thus offers a degree of impartiality and objectivity which I think may prove of great value from time to time. In conclusion, therefore, I would recommend that the Board be maintained in its present capacity and that we continue to look upon it as an asset which has not at this time reached its full utilization.

5. While considering the Board and its relationship to Agency-funded DD/S&T contracts, I also examined the need for an extension of the contracting team concept in DD/S&T and I feel this would be an appropriate time to acquaint you with my views on this matter. I believe you are fully aware of the value we place on the contracting team currently supporting Headquarters' Offices of this Directorate. I consider this team a definite success in meeting the contracting requirements of DD/S&T Headquarters' Offices in a manner which contributes to improved technical, financial and business management of external contracts. The concept has also proven its ability to reduce costs which is exceedingly important in today's real world of reduced budgets. In view of the success of this concept, I would ask that you now consider augmenting this team to permit all Agency-funded RD&E contracts initiated by ORD to be handled on the same basis with contract, audit and security personnel fully integrated in the ORD office in the Ames Building.

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25X1A 6. While the Ames location requires a separate ORD contracting unit, I would recommend that one contracting officer supervise both the Headquarters unit and the ORD unit and that this be accomplished by combining the present duties of [REDACTED] my Staff Representative for contracting and procurement matters. [REDACTED] is a Senior Procurement Officer and I would like him to continue his present assignment and at the same time assume responsibility as the Contracting Officer for all DD/S&T Agency-funded RD&E contracts. Not only would this arrangement eliminate the need for an additional senior contracting officer, but it would at the same time provide a high degree of uniformity in the administration of contracts for this Directorate under the new contracting team concept. 25X1A

7. [REDACTED]

Under the circumstances, I would ask that necessary positions for the personnel just listed be made available to this Directorate. I realize, of course, that position grades would be the subject of a review by the Office of Personnel. I further recognize that space to accommodate the ORD contracting team would be required and I suggest that the Office of Logistics undertake a survey within the Ames Building to consider how this requirement could best be met. Candidates for the initial Headquarters team were determined in a most acceptable manner and I, therefore, suggest we consider the same procedure for the ORD team.

8. On the basis of our experience to date with the Headquarters contracting team, I am confident that the extension of this concept to include ORD will advance our

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mutual interests and assist in accomplishing our respective  
contract and technical responsibilities in a business-like  
and cost-effective manner.

9. If you find these recommendations acceptable, I  
suggest we proceed with the augmentation of the contracting  
team concept in DD/S&T and plan a review of the total concept  
in July 1969 at which time adjustments or changes can be  
considered, if needed.

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Carl E. Duckett  
Deputy Director  
for  
Science and Technology

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C/PMS/DD/S&T,  rjm (19 Nov. 68)

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